I'mOnIt! Quick Start Guide

Version 5.6

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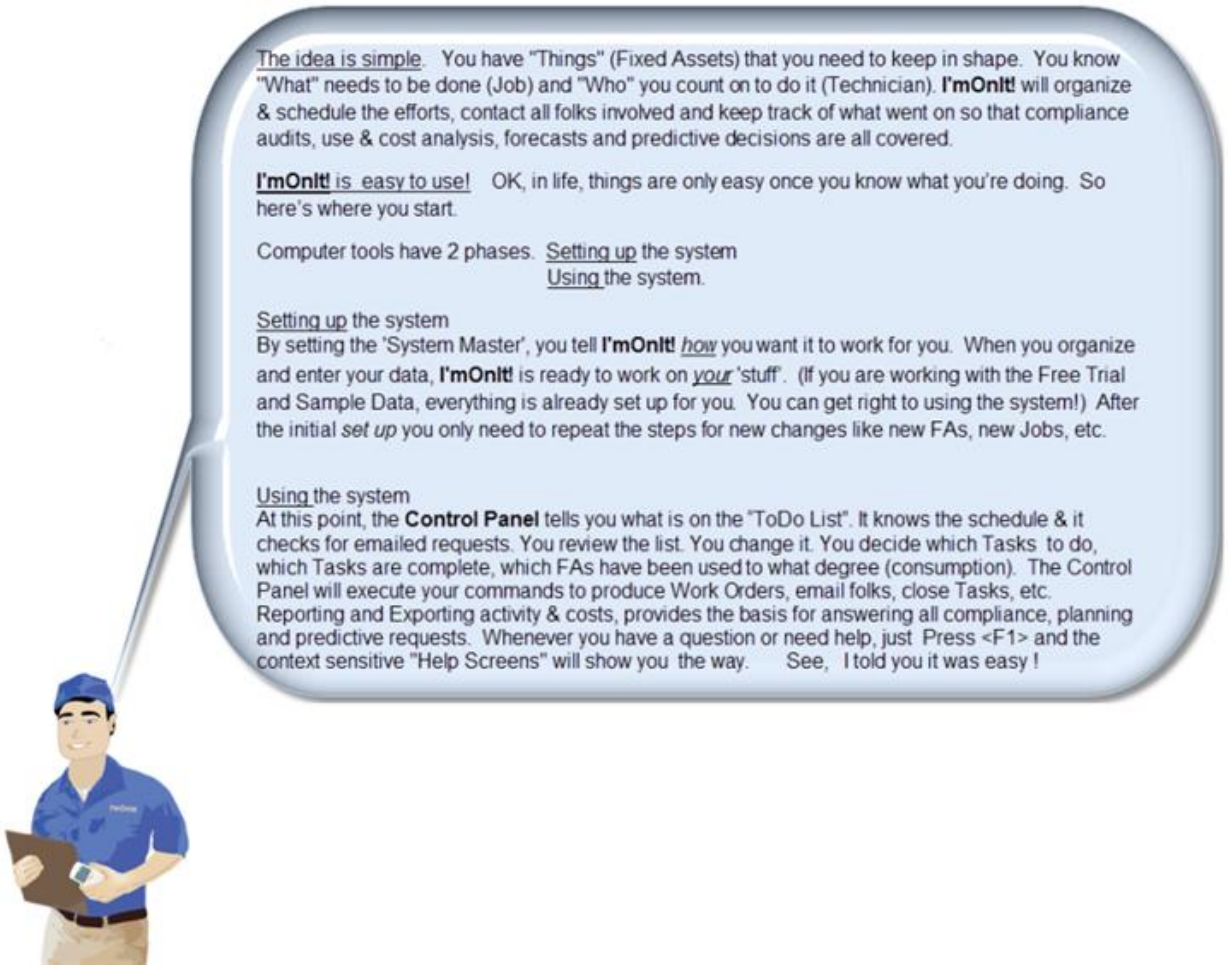
Welcome!

I'mOnIt! is the most cost effective, easy-to-use, equipment and facilities maintenance & compliance management system available. It's simplicity and flexibility allows you to address a fundamental reality of every enterprise. You have resources that you need to keep in proper order. These resources will deplete and wear through operations. You could use an assistant to keep things running smoothly. If you know the level of their use, you can be proactive in maintaining those resources to prevent unscheduled breakdowns that create havoc with productivity. And while your at it, why not use the same system to process ad hoc requests for service and provide an automatic audit trail of your efforts to keep in compliance of regulations and corporate policy. **I'mOnIt!** schedules jobs, prints work orders, captures and reports costs & activity for equipment and events of all types. **I'mOnIt!** can forecast personnel and material requirements so that you can better plan your operations. **I'mOnIt!** reminds you when inspections, insurance and license renewals are due and even schedules follow-ups if desired, to help insure completion and customer satisfaction. Non-scheduled task activity & costs can be captured so that all costs are available for analysis and reporting. **I'mOnIt!** with its broad array of E-mail capabilities allows your colleagues to request services, provides you with the capabilities to send Work Orders, notes and observations, reference documents and photos to keep all involved parties informed.

The purpose of this **Quick Start Guide** is to present in a concise fashion, the basic functions that **I'mOnIt!** provides and the manner in which you can directs these functions to improve the efficiency of your operations. The **User Manual** (which is also contextually embedded in the product) provides a comprehensive presentation of the product's functions and features.


The idea is simple. You have "Things" (Fixed Assets) that you need to keep in shape. You know "What" needs to be done (Job) and "Who" you count on to do it (Technician). I'mOnIt! will organize & schedule the efforts, contact all folks involved and keep track of what went on so that compliance audits, use & cost analysis, forecasts and predictive decisions are all covered.
I'mOnIt! is easy to use! OK, in life, things are only easy once you know what you're doing. So here's where you start.
Computer tools have 2 phases. Setting up the system
Using the system.
Setting up the system
By setting the 'System Master', you tell I'mOnIt! how you want it to work for you. When you organize and enter your data, I'mOnIt! is ready to work on your 'stuff'. (If you are working with the Free Trial and Sample Data, everything is already set up for you. You can get right to using the system!) After the initial set up you only need to repeat the steps for new changes like new FAs, new Jobs, etc.
Using the system
At this point, the Control Panel tells you what is on the "ToDo List". It knows the schedule & it checks for emailed requests. You review the list. You change it. You decide which Tasks to do, which Tasks are complete, which FAs have been used to what degree (consumption). The Control Panel will execute your commands to produce Work Orders, email folks, close Tasks, etc. Reporting and Exporting activity & costs, provides the basis for answering all compliance, planning and predictive requests. Whenever you have a question or need help, just Press <F1> and the context sensitive "Help Screens" will show you the way. See, I told you it was easy !

The keys to the successful implementation of any software system are:

- Know your operations and desired goals
- Know the features and functions of the software tools
- Examine your processes & be open to change to utilize the tools
- Organize your data & processes to best match the software tools and meet your goals
- Follow the process of the software system and analyze the results

Following the 'keys' presented above, we know no one knows your business better than you. We want to focus on you quickly getting up to speed on the basics of **I'mOnIt!.**

We will do this by:

- Providing a glossary of System Terminology
- Providing a description of Basic Relationships
- Presenting a diagram of Work Flow
- Providing a description of Operations
- Providing a walk-thru of the controls
- Providing a description of a Typical Daily Operations Scenario
- Providing example Operations Models
- Providing Initial Data Input Steps

If you have reviewed the product and feel comfortable with the basics, feel free to move on to the walk-thru.

Terminology

Four basic ***data organization*** terms:

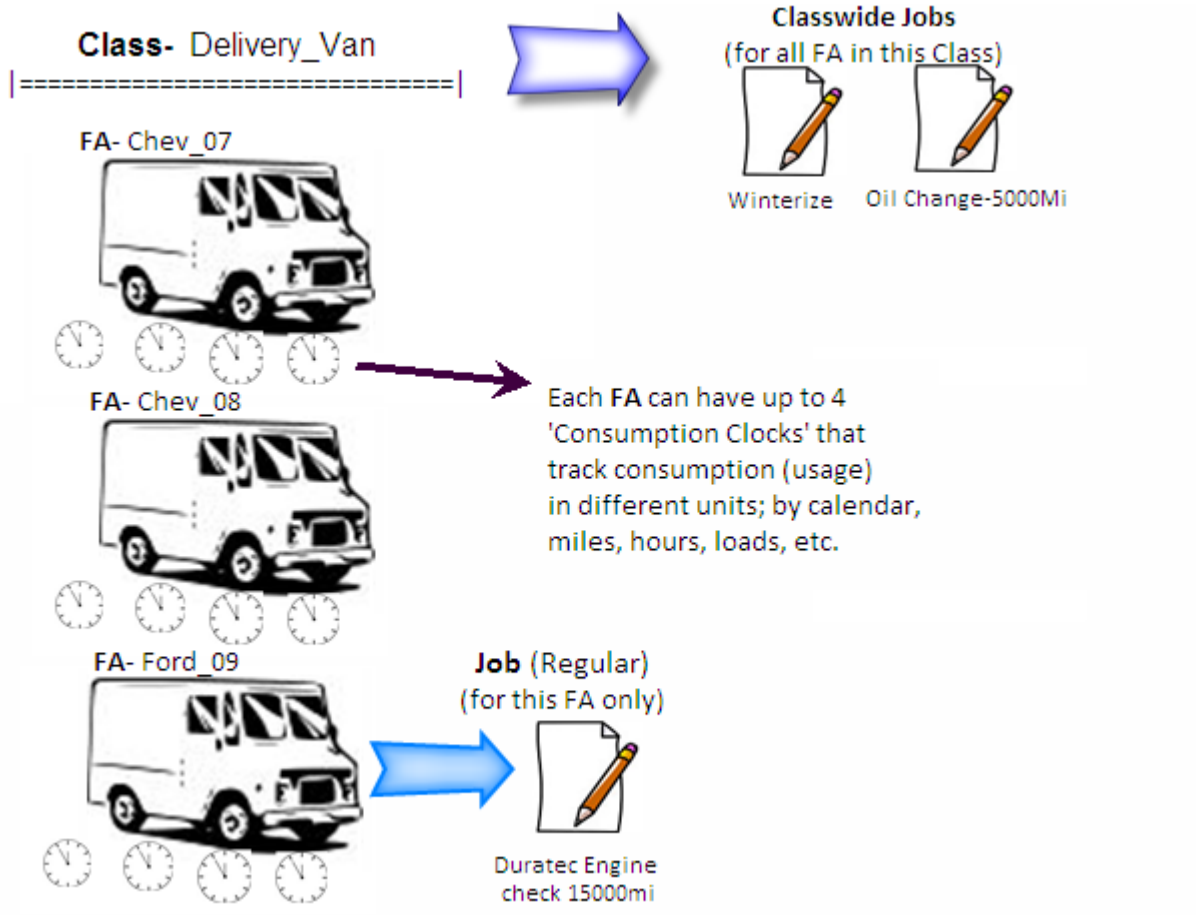
Fixed Asset (shown as FA#)	This is the individual piece of equipment or item that has work performed upon it. You provide the descriptive designation that makes sense for your operation and the system will keep track of the activity and costs against this **FA#**. **FA#** of PU-Ford-99-12345 would be suitable the Ford Pick-up Truck with a license plate of 12345. For H.R. compliance items, each person or personnel groups can also be assigned a descriptive **FA#.** Facilities that require maintenance tasks could just be their name, for example WalkerBuilding
Class (shown as Class)	Each **Fixed Asset** *must* belong to a **Class. Class** grouping of **Fixed Assets** is key to reducing the "setup" work load and streamline the formulation of meaningful reports. With all similar **Fixed Assets** in the same **Class** you can define a **Job** one time and have it automatically apply to all **Fixed Assets** in that **Class**. Grouping items with similar maintenance, like trucks, forklifts, etc. into their own **Class** reduces the setup effort. **Note:** It is highly recommended that you set the System Master to automatically assign a unique identifier, **Class#,** so that you just work with the descriptive **Class Name** that you assign (it's easier to remember).
Job (shown as Job#)	A **Job** is the list of work steps to be performed for a maintenance procedure on a Fixed Asset. The **Job#** is a unique numeric identifier within any **Class**. An example might be **Job#** 1001 , **Job Name** Engine3000 mi Service This one Job can be "bound" to any number of **Fixed Assets** (i.e. many Ford vehicles have the same procedure for 3000 mi service) **Note:** It is highly recommended that you set the System Master to automatically assign a unique identifier, **Job#**, so that you just work with the descriptive **Job Name** that you assign (it's easier to remember).
Task	When a **Job** is due for execution, this instance of the **Job** is termed a **Task**. For example, when the appropriate mileage has accumulated on the Ford Pick-up Truck, the **I'mOnIt!** *Control Panel* schedules the **Task** of the Engine3000 mi Service . The Work Order for this **Task** will show all of the work steps copied from the **Job** which serves as a template for this **Task**. (think of the Task as a 'Photocopy' of the Job. The Task gets 'used and passed around' whereas the Job is the master sheet that 'stays in the book')

A few ***process terms*** that you should be familiar with:

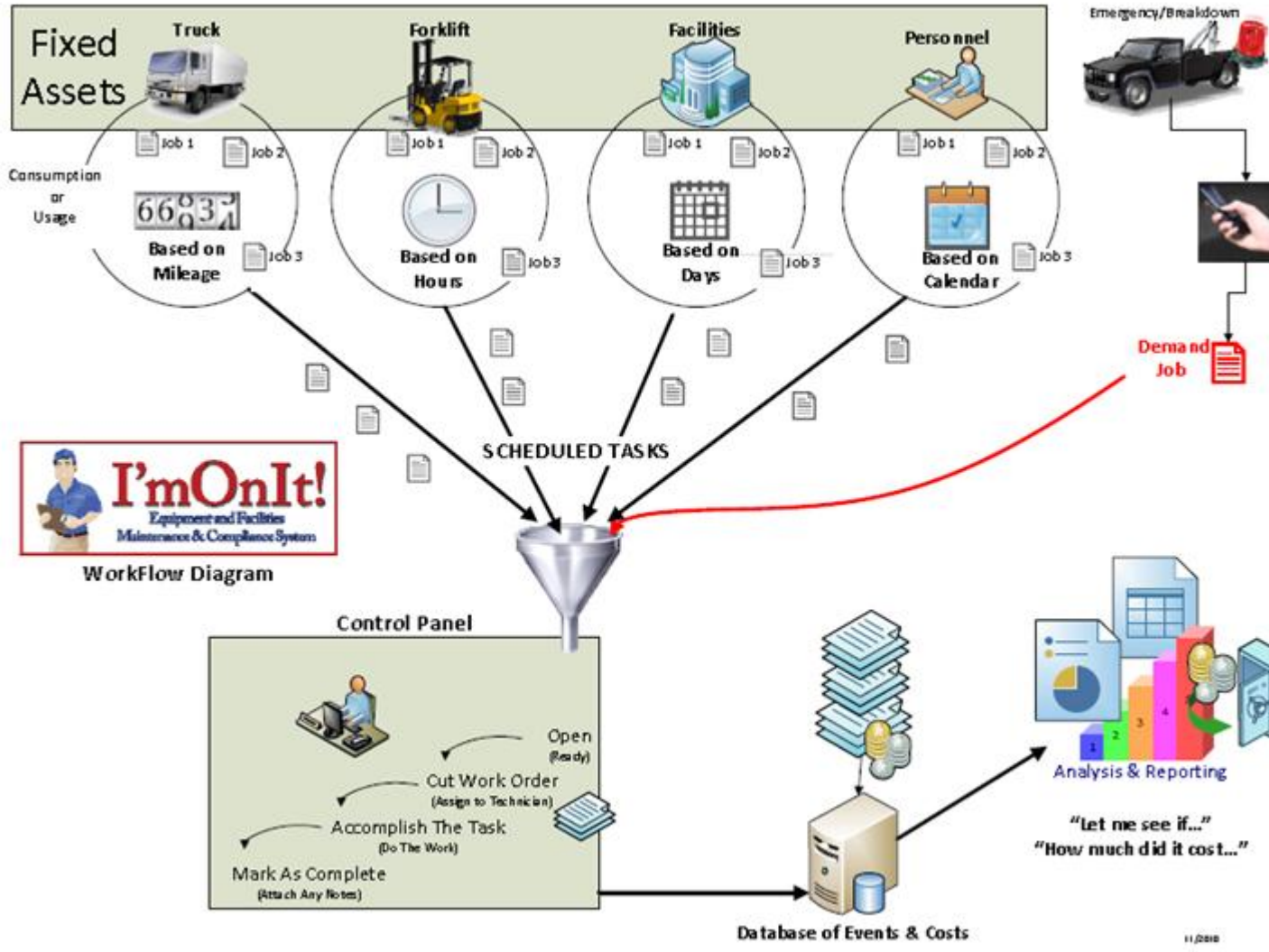
Consumption Type	Think of this as a user defined “unit of measure” of 'usage'(consumption) of a Fixed Asset. It is monitored to determine when it is time to perform a **Task**. Some common **Consumption Types** are *hours, miles, cubic yards, loads or ByCalendar*. Each **FA#** can have up to 4 different **Consumption Types** that are set in the **Class** that it belongs to.
Frequency	This value is the frequency between 'instances' of a 'scheduled' Job associated with the **Consumption Type**. An example would be if the **Job** concerned an Engine3000 mi Service, the **Consumption Type** would be “miles” and the **Frequency** would be *3000* (miles).
Current Consumption Value	This value represents the “current state” of a consumption 'clock' of a Fixed Asset. For our Ford Pick-up truck this would be the odometer reading for Consumption Type "miles". (For Consumption Type "ByCalendar", the current value is internal and not visible to the user).
Last Completed	This value is a “snapshot” of the **Consumption Value** associated with the **Consumption Type** as of the last time this **Job** was performed on this **Fixed Asset**. The example of our Ford Pick-up truck. The Engine3000 mi Service was last completed at 33,000 miles. The Current Consumption Value is 35,000 miles. We would expect the Task to be generated when the system was notified that the mileage reached 36,000 miles.

Basic Relationship of Fixed Asset, Class, Job and Consumption

When a **Fixed Asset** is established it must belong to a grouping element termed **Class**. Proper setup would have 'similar' **Fixed Assets, (FA)** be members of the same **Class**. Ex.) *Chev_07*, *Chev_08* and *Ford_09* would be **FA**s in the Class we established as *Delivery_Vans*. With this in place, we can setup a **Job,** associated with the **Class,** and that **Job** will then apply to all **FAs** in that **Class.** (and to any **FAs** entered into that **Class** at a later date) This **Job** is termed a **Classwide Job** and it will be triggered for **Task** scheduling by the designated Consumption Type (Clock) in each FA in that **Class** . Ex. We can setup two **Classwide Jobs** for *Delivery_Vans* (*Oil change*- every 5000 miles & *Winterize*- Every September 30th) The 'Mileage Consumption Clock' and the 'By Calendar Consumption Clock' in each of the *Chev_07*, *Chev_08* and *Ford_09* will trigger a scheduling instance of the Job **(a Task)** as the **FA**'s own condition would dictate. You can setup any number of regular **Jobs** for each individual Van, and the system will schedule those **Tasks** based on the consumption recorded for that Van. In addition to scheduled **Jobs**, you can handle non-scheduled Jobs (like "Immediate Job" & "Demand Job") for immediate execution. Very powerful, indeed.



Workflow Diagram



Putting I'mOnIt! to Work for You

A Typical Daily Operating Scenario

Let's assume we come in first-thing in the morning and activate **I'mOnIt!** From the Guide Screen you activate the Control Panel. The Control Panel will check the parameters of all Fixed Assets, compile a list of Tasks that need attention and display them with an icon and color scheme that indicates the timeliness of the Task. Some of these are new Tasks, but many of them are from prior days. As a supervisor, this is your starting point.

Get your Technicians started for the day

If you have Classes that include the *automated consumption* feature you will respond to the System prompt when **I'mOnIt!** initiates or click the [Automate Consumption] button when you decide it is the proper time to check for new Tasks. The Control Panel task list will now include Tasks that have been triggered by Automated Consumption.

Review the Control Panel task list to see if there are Tasks that you want to cancel. If so, checkmark them and click the [Cancel Task] button. These Tasks will have their associated values reset, be recorded in history as 'cancelled', and will disappear from the display. Now, review the list of Tasks on the Control Panel, consider your staffing, desired work load, and priority of the items presented. To balance the load you can easily change Technicians assigned to the Tasks if desired.

If you see Tasks that you want to give a "heads-up" to the Technician about some "gotchas", checkmark the Tasks, one at a time, and click on the [Task Information] button under the Task Info Panel, where you can enter custom notes that will show on the Work Order, and add e-mail address if you want to e-mail copies of the Work Order, or attach documents to email with the Work Order.

The [Set Filter] button allows you change the criteria so that you can focus on the items of interest. Clicking the column heading will cause the items to be displayed alphabetically according to the entries in that column.

Now you can checkmark all of the Tasks for which you wish to produce Work Orders, click the [Print Work Order] button or [E-Mail Work Order] button and Work Orders will be produced and the Task status set to "WO" (Work Order) . Distribute the Work Orders to the Technicians

Input the equipment usage (Consumption)

If you have a stack of operator reports or driver logs that show the usage (consumption)

of individual pieces of equipment (FA#), you can either: Click the [Enter Consumption] button and select from a Grid of FA#s, to make a “Batch Entry” of Consumption (usage) -or- go to the Fixed Asset screen and adjust the Current Consumption Values with the new meter readings . .
Recognize that the entry of Consumption may ‘trigger’ additional Tasks to appear. You can act on these now by Clicking the [Exit] button to close the Control Panel, re-activate the Control Panel again and a refreshed Task list is presented. Or, you can have as your plan, that these new Tasks are considered as part of tomorrow's new work

Process Completed Tasks

Review the stack of completed Work Orders from prior days, checkmark the Task list entries on the Control Panel for those Tasks that have been completed. If you have ‘Completed Task Notes’, ‘Completed Task Documents’ or you want to e-mail a completion notice, click the [Task Information] button and make the desired entries. If you see from the Completed Work Order that additional costs or additional parts were used, record these events with the [Task Costs] button & the [Task Parts] button. -or- If your operating scenario generates many additional cost entries, use the [Enter Costs] button for a “Batch Entry” approach to cost data capture. When all is as desired, click the [Complete Task] button, for the line items that you have checkmarked. These Tasks will now have their associated values reset, be recorded in history as completed, be re-scheduled and will disappear from the Control Panel.

Ad hoc or Immediate need situations

There are always unplanned events that occur at a busy facility. Let's look at typical situations and how you can use **IOI** to help you handle them. One type situation might be that of a driver who notes on his log that the windshield is cracked. In this case the maintenance manager would create a 'OneTime Job'. A Task would be scheduled for the repair but it would not create a repeating, periodic schedule. If a Work Order is required to meet an immediate need like a plumbing emergency, the maintenance manager can click the [Immediate Job] button. If you have the 'Demand Job' feature activated, your colleagues can e-mail work requests which automatically appear on the Control Panel. You will also, more than likely, have *after-the-fact* events like 'on-the-road' breakdown repairs. You capture these costs and activities with the entry of a 'Quick Job'. Some of the Tasks on the Control Panel can be the result of you setting the 'Follow-up' reminder feature. This causes a Task to automatically appear at the designated interval after the original Task is marked as completed. Their purpose is typically to remind the manager to contact the client as a "Customer Satisfaction" item (“We Care” gesture) or to serve as a Quality Control reminder to the supervisor to make an inspection for work evaluation

Planning Tool

With the Technicians busy at work and the daily operation cycle under control, the maintenance manager can now use **I'm On It!** for planning.
Jobs that have an entry in the 'Lead Days' field, will generate Tasks that appear on the Control Panel prior to their due date (termed "Upcoming Jobs"). This provides a daily reminder to the manager to examine this Task and consider steps to insure that the required resources will be available to accomplish this Task when it comes due.

To help with planning, you can Forecast requirements. Reports can be produced (or you can export to Excel for further data manipulation) for tasks that will be coming due, by clicking [Forecast Tasks] Button. You set the calendar out to a desired time-frame (ex. 6 weeks), review the report to get an idea of the required skills (check vacation schedules, etc. & give the guys a 'heads-up') This same process is available from the [Forecast Parts] Button to allow you to determine what parts will be required in the future and to get them ordered if necessary.

Evaluation Tool

You can place "Labor Requirement" items in the Parts Table in addition to standard parts. You can set-up Jobs to automatically bind to these items. This provides a way to measure performance opposite "Job Standards" that you can establish
Example
Xstdlabor_J1- the standard hours that it should take to accomplish this task
Xstdcost_J1 - the standard cost for this task
Hint: If you are a service enterprise using **I'mOnIt!** to manage your service operations, you can incorporate this same thinking to create a "doublecheck" to insure that you bill for all activity & parts. Checking to see that your guys do not inadvertently "leave anything on the table" through sloppy practices.

Reports that can help you gauge productivity are:

[Reports]; All FA#; Event type= Completed;Pick Date range = This Week ; "Task Hours and Dollars"
[Reports]; All FA#; Event type= Completed;Pick Date range = This Week ; "Parts Usage"
[Reports]; All FA#; Event type= Completed;Pick Date range = This Week ; "Job Compliance"

[Export];Select items you want; Produce any Excel Spreadsheet or Graph

Organize your data according to your Operations Model

By organizing the items to be worked on, (Fixed Assets), the work to be done and the criteria for scheduling , (Jobs), the features in **I'mOnIt!** will help you efficiently manage these areas:

Equipment Preventive Maintenance
The Operations Manager wants to keep the equipment operating, plan shop activity, and capture costs & warranty data

Facilities Operations & Compliance
The Facility Manager wants to plan their operations, keep track of costs, and demonstrate
compliance to regulatory agencies and company policy

Service Business Management (Servicer Business Assistant)
The Business Owner wants to schedule & execute cyclical services, know what billable items have been consumed, and keep their business "in front" of the customer. E-mailing completion notes, pictures, and documents to build the demand for more service. **I'mOnIt!** can be scheduled to e-mail promotional material to your customers too!

To Manage Equipment Maintenance you can structure the data elements as such;

Classes Let **IOI** assign the Class# (System parameter Generate Class# [Y])
you provide useful Class descriptions like:
Class Loaders
Class Dumps
Class Compressors

Fixed Assets You assign descriptive FA# (alpha & numeric) like:
FA# Dmp-Ford-99-12345 Dump Truck with Tag 12345

Jobs Let **IOI** assign the Job# (System Parameter Generate Job# [Y])
you provide useful Job descriptions like:
Job Engine_Service5000_mi
Job Winterization

Of course you could break items into more detail and **IOI** would handle more of the burden.

For Facility Management & Policy Compliance a data structure like this will work:

Classes Let **IOI** assign the Class# (System Parameter Generate Class# [Y])

you provide useful Class descriptions like:

Class Facility

Fixed Assets Locations and Buildings fit well in a Facility Management scheme

FA# Campus
FA# Grounds
FA# AdminBldg
FA# Building2
FA# Warehouse1
FA# HumanResources

Jobs Let **IOI** assign the Job# (System Parameter Generate Job# [Y])
you provide useful Job descriptions like:

Job HealthDept_Reporting
Job Security_Weekly_Checklist
Job Fire_Suppression_Cert
Job Grounds_Summer_routine
Job Grounds_Winter_prep
Job HR_Skill_Certification

A Service Business could organize data along these lines;

Classes Let the **IOI** assign the Class# (System Parameter Generate Class# [Y])
you provide descriptive division names

Class PlumbingServiceDept
Class RestaurantServiceDept

Fixed Assets Customer locations that you service work fine

FA# AIG 12th Street
FA# Chez Theo

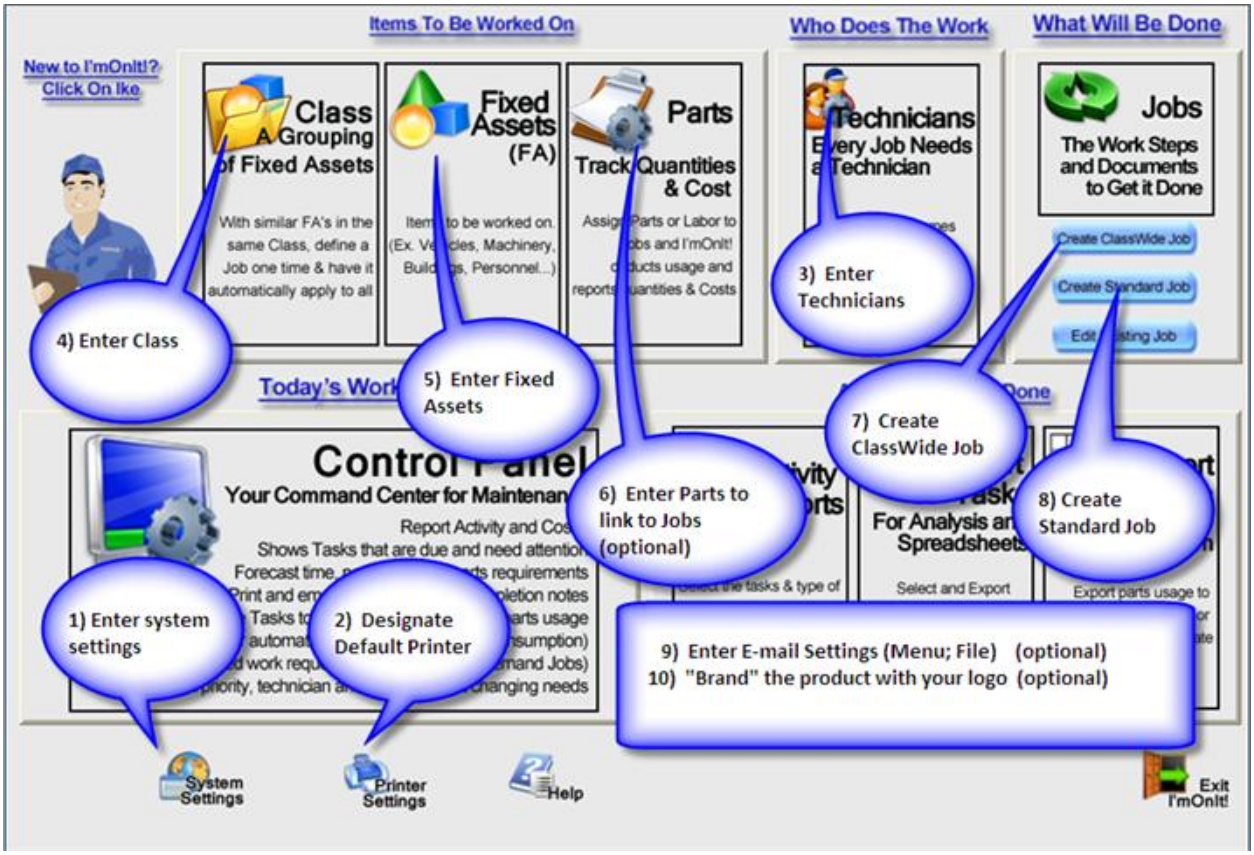
Jobs Let **IOI** assign the Job# (Generate Job# [Y])
you name each type of service you provide

Job RefrigSystemService
Job HeatingSystemService
Job NewConstService

Walk-thru

Setting Up the System

There are documents in the Appendices of the User Manual that help you organize your data in the fashion that will allow **IOI** to provide the most benefit to your operation. It is best that you have your data organized before setting up the system. Take the 'walk before you run' approach. To start, why not put in a dozen or so Fixed Asset with a handful of Jobs and work with them to learn the process. Here are the steps that you will follow to 'set-up' **I'mOnIt!**


Items To Be Worked On
Who Does The Work
What Will Be Done
New to I'mOnIt? Click On Ike
Class
A Grouping of Fixed Assets
With similar FA's in the same Class, define a Job one time & have it automatically apply to all
Fixed Assets (FA)
Item to be worked on. (Ex. Vehicles, Machinery, Buildings, Personnel...)
Parts
Track Quantities & Cost
Assign Parts or Labor to Jobs and I'mOnIt! products usage and reports quantities & Costs
Technicians
Every Job Needs a Technician
Jobs
The Work Steps and Documents to Get it Done
Create ClassWide Job
Create Standard Job
Edit Existing Job
4) Enter Class
5) Enter Fixed Assets
3) Enter Technicians
7) Create ClassWide Job
8) Create Standard Job
6) Enter Parts to link to Jobs (optional)
Today's Work
Control Panel
Your Command Center for Maintenance
Report Activity and Costs
Shows Tasks that are due and need attention
Forecast time, parts requirements
Print and email completion notes
Tasks to automatically update parts usage
work requirements (consumption)
priority, technician and Demand Jobs)
changing needs
For Analysis and Spreadsheets
Select and Export
Select the tasks & type of
Export parts usage to
1) Enter system settings
2) Designate Default Printer
9) Enter E-mail Settings (Menu; File) (optional)
10) "Brand" the product with your logo (optional)
System Settings
Printer Settings
Help
Exit I'mOnIt!

1) System Settings 'Tool Tips' explain the field values on the display and a complete screen description is presented in the System Master sub-section of the File Processes section of the User Manual

2) Designate Default Printer (also available from the menu selection *File\ System Tools\ Define Printer*) The complete screen description is in the Define Printer sub-section of the Other Options section of the User Manual

3) Enter Technicians There must be at least 1 Technician. You can use "Tech" for the entire department if it suits your operation. A complete screen description is presented in the Technician sub-section of the File Processes section of the User Manual.

4) Enter Class Every Fixed Asset must belong to a Class. Grouping 'similar' Fixed Assets in the same Class can provide a significant reduction in Job input effort. A complete screen description and presentation of issues to consider is presented in the Class sub-section of the File Processes section of the User Manual.

5) Enter Fixed Assets A complete screen description is presented in the Fixed Assets sub-section of the File Processes section of the User Manual.

6) Enter Parts A complete screen description is presented in the Parts sub-section of the Parts Maintenance section of the User Manual.

7) Create ClassWide Job A complete description of this process is presented in the Class sub-section of the File Processes section of the User Manual.

8) Create Standard Job The [Create Standard Job] Button takes you to the Fixed Asset Screen, where, highlighted in the lower right-hand corner are the 3 methods of creating Jobs. A complete description of this process is presented in the Fixed Asset sub-section of the File Processes section of the User Manual.

9) Enter E-mail Settings 'Tool Tips' explain the field values on the display and a complete screen description is presented in the E-Mail settings sub-section of the File Processes section of the User Manual

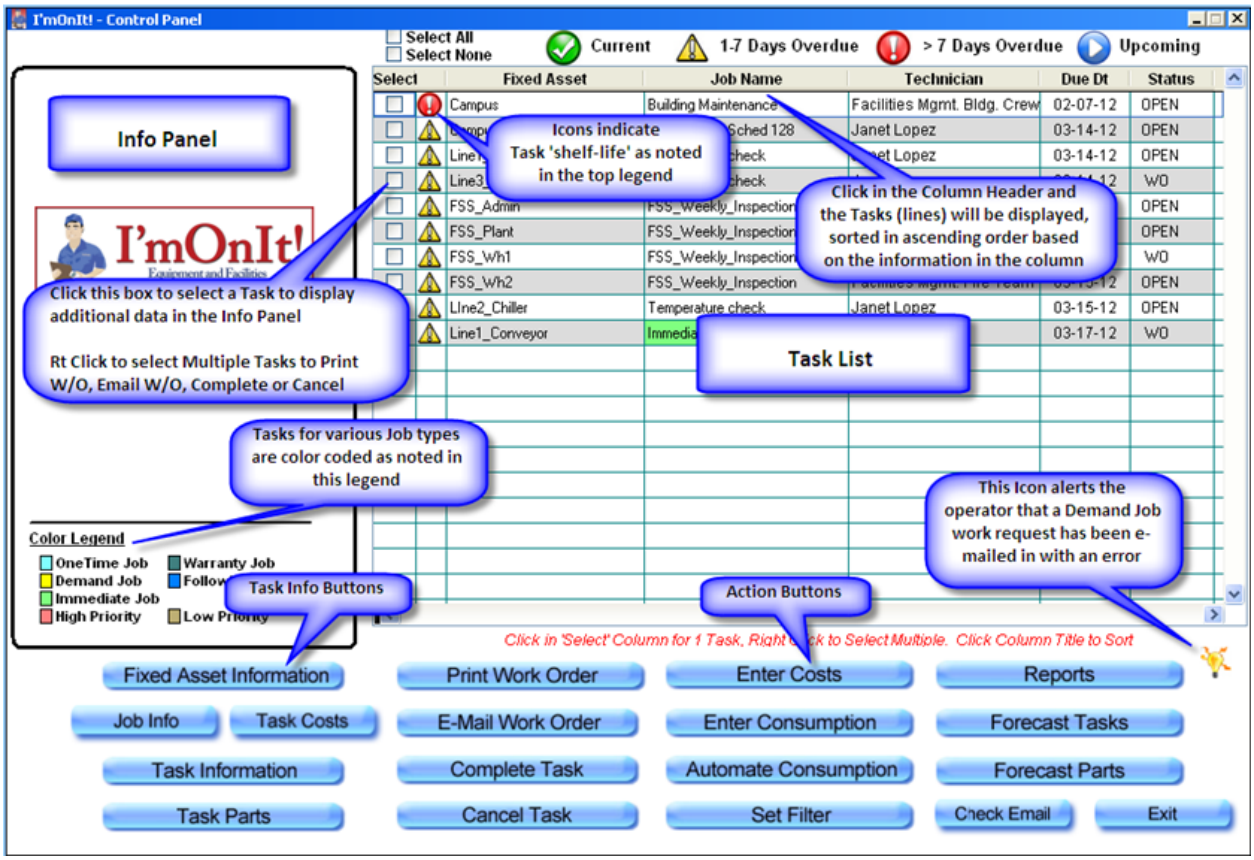
10) Your Company Logo A complete description of how to put your company identity on the product is presented in the Application Graphics Appendix.

== You're Set-up! ==

Once the system is set up, you will typically use the Guide Screen to input new items and Jobs, produce reports and planning data, but much of your activity will be handling active Tasks, ("Today's work") The Control Panel is ready to help.

Controlling the Cycle

Control Panel


I'mOnIt! - Control Panel
Select All
Select None
Current
1-7 Days Overdue
> 7 Days Overdue
Upcoming
Info Panel
Icons indicate Task 'shelf-life' as noted in the top legend
Click in the Column Header and the Tasks (lines) will be displayed, sorted in ascending order based on the information in the column
Click this box to select a Task to display additional data in the Info Panel
Rt Click to select Multiple Tasks to Print W/O, Email W/O, Complete or Cancel
Task List
Tasks for various Job types are color coded as noted in this legend
This Icon alerts the operator that a Demand Job work request has been e-mailed in with an error
Color Legend
OneTime Job
Warranty Job
Demand Job
Immediate Job
High Priority
Low Priority
Task Info Buttons
Action Buttons
Click in 'Select' Column for 1 Task, Right Click to Select Multiple. Click Column Title to Sort
Fixed Asset Information
Print Work Order
Enter Costs
Reports
Job Info
Task Costs
E-Mail Work Order
Enter Consumption
Forecast Tasks
Task Information
Complete Task
Automate Consumption
Forecast Parts
Task Parts
Cancel Task
Set Filter
Check Email
Exit

The Control Panel is the 'Heart' of the system. Every time the Control Panel is started the system checks the state of all items and presents the Tasks requiring attention, in the ***Task List***. The ***Task List*** can be presented in various sorted order by clicking the Column Headings. To learn more about a Task you "checkbox" that line and use the ***Task Info Buttons*** to direct the data displayed in the ***Info Panel.*** Operations that impact the collection of active Tasks or provide general system functions are termed ***Action Buttons*** and are grouped below the ***Task List***. General use Buttons that appear throughout the System are termed ***Command Buttons***.

Recall from the Work Flow Diagram that the typical 'Lifecycle' of a Task is like this:

It appears on the Control Panel when it is 'Due' to be acted upon. ('Consumption' has happened to a degree that the 'meter' in the Fixed Asset has hit the 'Trigger' that was established when the Job was created) A 'Photocopy' of the Job ('Worksteps') is created (a Task) and it appears on the Control Panel with a status of "Open"

The Maintenance Manager will checkbox the Task, Click the [Print Work Order] button and the Work Order will be produced. The status will change to "WO". (The system can be set to skip this step and make it so that when a Task appears, it goes directly to "WO" status and a Work Order is automatically e-mailed.). When the

Technician ‘turns-in’ the Work Order as completed, the Maintenance Manager will checkbox the Task, Click the [Complete Task] button, and the Task will be removed from the display, be captured for history and (a ‘scheduled Job’) will be rescheduled based on the characteristics of the Fixed Asset and your completion direction.

System Navigation

Command Buttons

Command buttons are activated by clicking the left mouse button when the cursor is over the button. The command buttons used by **I’mOnIt!** follows standard Windows conventions. The buttons work as follows:

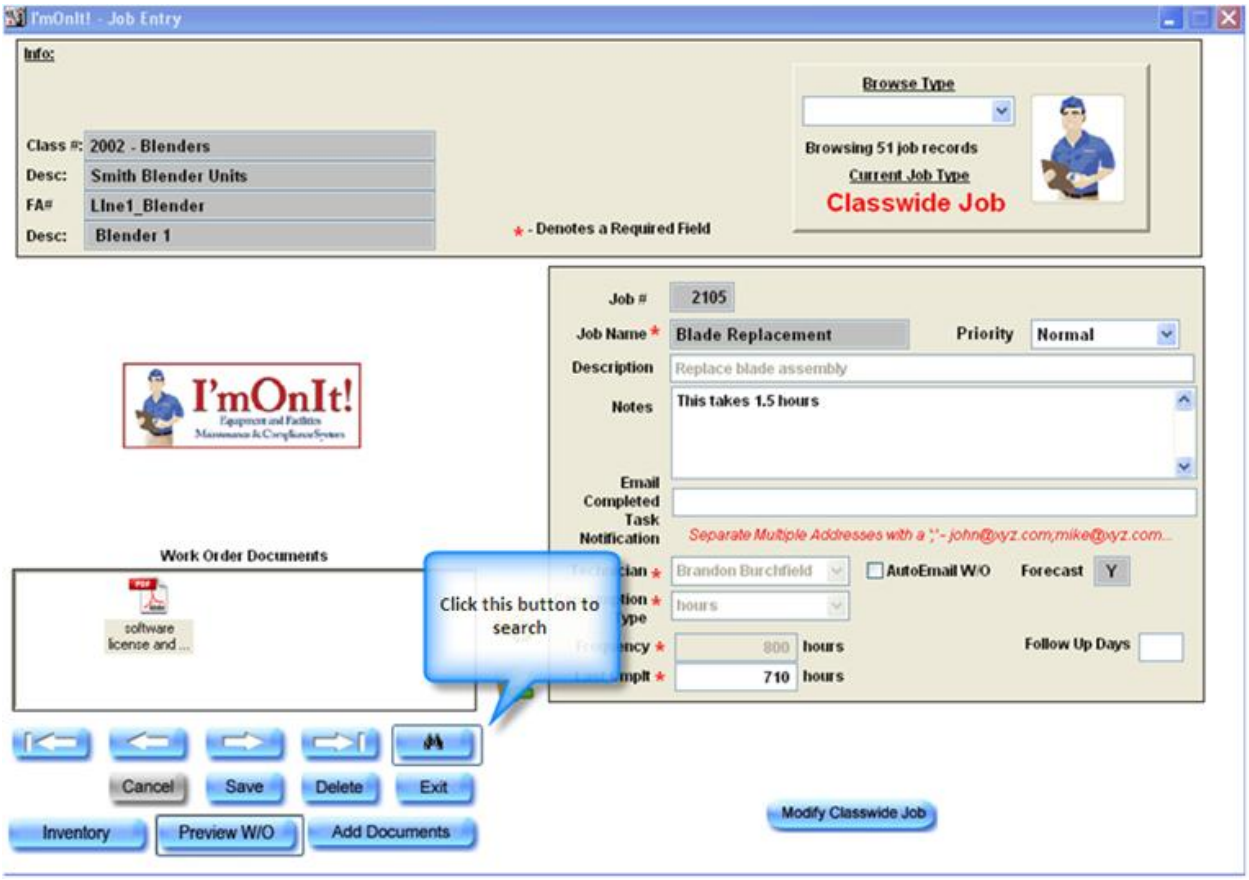
	Sends you to the first record
	Sends you to the last record
	Moves back one record
	Moves ahead one record
	Search for a specific record and set the Order in which the Arrow buttons (above) will traverse the data base. (See example below)
	Add a new record
	Cancel your current action
	Save the current record
	Delete the current record
	Exit from the current screen

Search Button

How to use the Search Button

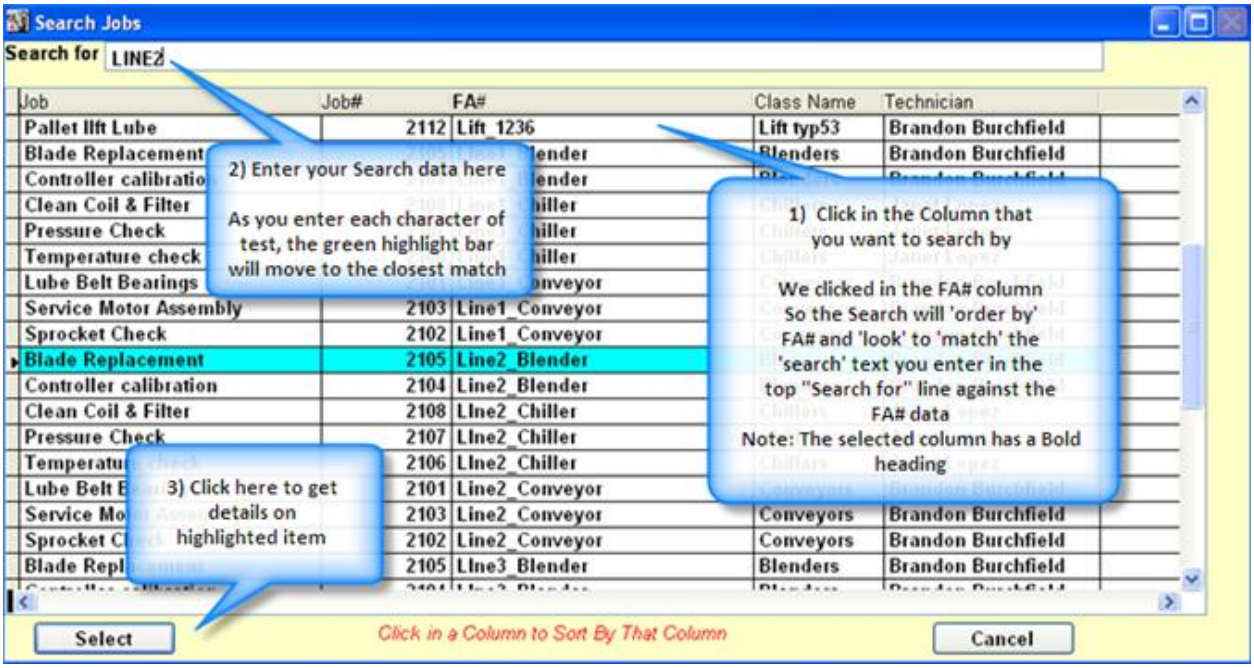
Let's say we were looking at the Blade Replacement Job on the Line1 Blender and wondered whether the Line2 Blender has had it's blades replaced recently. Here's what we'd do:

Clicking the [Search] button from the Job screen



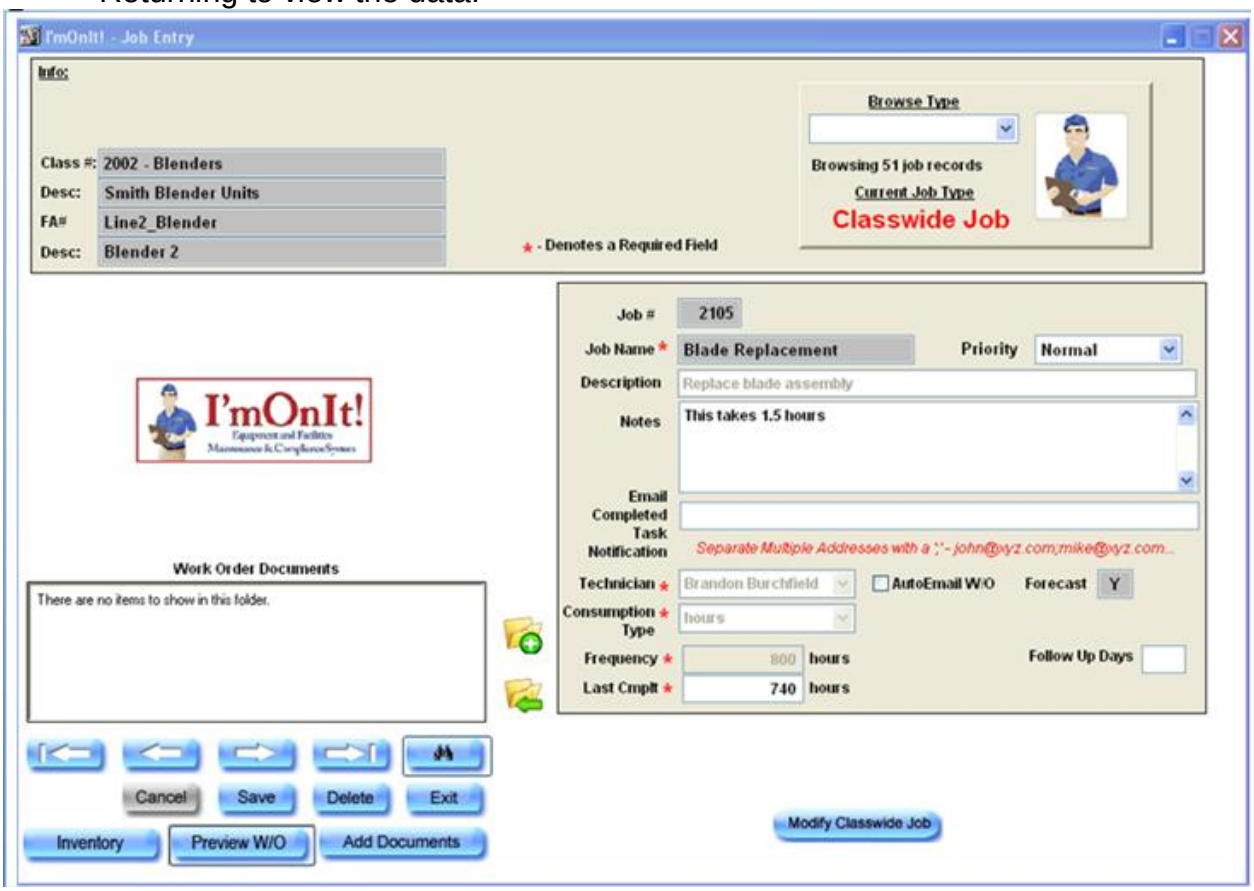
NOTE: The items presented in the Search honor the "Browse Type" selection Dropdown in upper Right Corner of the screen. This allows you to refine the population of items that you browse through.

Make a selection (please note that by clicking in the columns you can change the order of the items & each character entered in the "Search for" box narrows the scope of items presented (type-a-matic search) This gets you though a large data pool quickly


Search Jobs
Search for LINE2
2) Enter your Search data here
As you enter each character of test, the green highlight bar will move to the closest match
1) Click in the Column that you want to search by
We clicked in the FA# column So the Search will 'order by' FA# and 'look' to 'match' the 'search' text you enter in the top "Search for" line against the FA# data
Note: The selected column has a Bold heading
3) Click here to get details on highlighted item
Select
Click in a Column to Sort By That Column
Cancel

Note that the Search is designed so that no matter how large the pool of data, the entry of a few characters will bring the desired data onto the screen

Returning to view the data.



Keep in mind

You must have at least 1 Technician	set it to “Tech” if you want
Every Fixed Asset must belong to a Class	think about your operation, but you could just have one, “Facility” if you want
If you are going to assign Parts to Jobs	enter your Parts Master before entering Jobs
When you enter a Job for the 1st time	you must set the “Last Completed” value. the System will assume today or 0 and many times that is not what you would like
When you create a ClassWide Job	if you want to ‘stagger’ the work, you need to visit each Job/FA instance and set the “Last Completed” value